

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE**

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Dear Predevelopment Loan Program (PDLP) Applicant:

Thank you for your interest in the Predevelopment Loan Program. The Department accepts applications in a form acceptable to the Department. The attached is an acceptable application form, revised in November, 2005 to expedite processing for both ourselves and our applicants. Please note the following:

- The application is in Excel. **WHEN YOU OPEN IT, CLICK THE MIDDLE BOXES “ENABLE MACROS”, AND “DON’T UPDATE.”** Then notice the parts divided by tabs on the bottom of the screen. Complete all material by clicking on those tabs on the bottom. Much of the form is formulated to fill automatically from other data you’ve entered. Therefore, **don’t delete any rows or cells: just ignore them if they are not relevant to the project.** The application also has explanations (in cells with red triangles in the corner) that can be moved or hidden by clicking the yellow “Post-It” icons on one of the top tool bars (if you don’t see those icons, click View/Toolbars/Comments).
- We have a Word version for the Resolution available if you prefer it.
- We accept applications continuously during the life of our Notice of Funding Availability (NOFA). Please review the PDLP Regulations, approved in July, 2003, before and during the preparation of the application. The **Area Median Income (AMI)** can be accessed by clicking “Income Limits” in the gray Resources box is on the left of the www.hcd.ca.gov home page. Please also check that your project is eligible for the other financing you indicate in Tab A2, and that funds are currently available through those sources.
- This application is a work in progress. Please inform us of any difficulties, duplicative information requested, or questions you have so we can continue to improve it.
- **Include a forwarding letter on your agency letterhead, the original signed Board Resolution, and mail or deliver one hardcopy in a 3-ring binder with each attachment and application section tabbed according to the checklist, to PDLP/Room 390-5 at the above address. Then e-mail a copy to us at lbachand@hcd.ca.gov so that we may incorporate some of the information more readily in our staff report to the Deputy Director or Loan and Grant Committee.**

We would appreciate if you would contact us before you start to prepare the application so that we can save you some time, advise you of funding availability, avoid inaccuracies due to misinterpretations of the application, answer questions, and prepare our calendars for processing the application. Please contact Laurel Bachand, Predevelopment Loan Officer, at (916) 324-2671 lbachand@hcd.ca.gov, or Lorraine French, Predevelopment Loan Manager, at (916) 327-3579 lfrench@hcd.ca.gov.